



TRANSNET FREIGHT RAIL
a Division of
TRANSNET LIMITED
(Registration No. 1990/000900/06)

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER HOAC/POE/6786

RENOVATE VARIOUS BUILDINGS POLOKWANE

ISSUE DATE : 07 DECEMBER 2010

CLOSING DATE : 11 JANUARY 2011

OPTION DATE : 31 MARCH 2011

CLOSING TIME : 10:00

BRIEFING DATE : 14 DECEMBER 2010

BRIEFING TIME : 12H00

VENUE : POLOKWANE STATION

TENDER BOX ALLOCATED AT THE CHAIRPERSON TRANSNET FREIGHT RAIL ACQUISITION COUNCIL, GROUND FLOOR, INYANDA HOUSE 1, 21 WELLINGTON ROAD, PARKTOWN, AND JOHANNESBURG.

TENDER ENVELOPE TO BE MARKED AS FOLLOWS:

RFQ NUMBER:HOAC/POE/6786

RENOVATE VARIOUS BUILDINGS POLOKWANE

please note that late responses and those Delivered or posted to the wrong address will be disqualified



REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER HOAC/POE/6786

RENOVATE VARIOUS BUILDINGS POLOKWANE

SCHEDULE OF DOCUMENTS

- 1. Notice to Bidders**
- 2. Requisition for quotation**
- 3. Certificate of Attendance of RFQ Information meeting**
- 4. Scope of Work and General specification**
- 5. Returnable Schedules / Documents**
- 6. Supplier Declaration Form**
- 7. General Tender Conditions (CSS5 – goods)**
- 8. Standard Terms and Conditions of Contract (US7 - Services)**
- 9. Non-Disclosure Agreement**
- 10. Supplier Code of Conduct**

“PREVIEW COPY ONLY”



SECTION 1

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER: HOAC/POE/6786

RENOVATE VARIOUS BUILDINGS POLOKWANE

NOTICE TO BIDDERS

Quotations are requested from interested Respondents to supply the above-mentioned requirement to TRANSNET FREIGHT RAIL.

On or after 07/12/2010 the RFQ documents may be inspected at, and are obtainable from the office of TRANSNET Freight Rail Tender Advice Centre, Ground Floor, Inyanda 1, 21 Wellington Road, Park town.

A non-refundable tender fee of R100.00 (inclusive of Vat) is applicable per tender (listed below). Payment is to be made to Transnet Freight Rail, Standard Bank Account number 203158598, Branch code 004805. The deposit slip must reflect the tender number and the Company Name.

NOTE: This amount is not refundable.

Receipts to be presented prior to collection of the RFQ

A **COMPULSORY** information meeting will be held at the following venue:

VENUE : **POLOKWANE STATION**
Time : **12h00**
Date : **14 DECEMBER 2011**

The site meeting is compulsory and companies not attending **will be overlooked** during the tender awarding process.

Please bring the valid document on the day of briefing and also make sure that you bring your safety shoes and reflective vest on site

NAME : **Esther Tyam**
Tel : **(011) 773 8557**
Email : **Esther.Tyam@transnet.net**

Tenders in duplicate must reach the Chairperson, TRANSNET Freight Rail Acquisition Council, Po box 4244, Johannesburg 2000 before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

Tender No : HOAC/POE/6786
Description : RENOVATE VARIOUS BUILDINGS POLOKWANE
Closing date and time : 11 JANUARY 2011 at 10h00
Closing address (refer options below)



DELIVERY INSTRUCTIONS FOR THIS RFQ:

- 1** **If posted**, the envelope must be addressed to the Chairperson, TRANSNET Freight Rail Acquisition Council, P .O. Box 4244, Johannesburg 2000 and must be dispatched in time for sorting by the Post Office to reach the Chairperson before the closing time of the RFQ. In the event of the late receipt of a Proposal, the Respondent's franking machine impression will not be accepted as proof that the response was posted in time.
- 2** **If delivered by hand**, the envelope is to be deposited in the TRANSNET tender box which is located at the main entrance, Inyanda House, 21 Wellington road, Park town, Johannesburg and should be addressed as follows:

<p>THE CHAIRPERSON TRANSNET FREIGHT RAIL ACQUISITION COUNCIL INYANDA HOUSE 21 WELLINGTON ROAD PARKTOWN JOHANNESBURG 2001</p>

The measurements of the "tender slot" are 500mm wide x 100mm high, and Respondents must please Ensure that response documents or files are not larger than the above dimensions. Responses which are Too bulky (i.e. more than 100mm thick) must be split into two or more files, and placed in separate Envelopes.

It should also be noted that the above tender box is located at the main entrance and is accessible to the public 24 hours per day, 7 days a week.

- 3** **If dispatched by courier**, the envelope must be addressed as follows and delivered to the Office of The Chairperson, TRANSNET Freight Rail Acquisition Council and a signature obtained from that Office.
 1. Please note that this RFQ closes punctually at 10:00 on Tuesday 11 JANUARY 2011
 2. If responses are not posted or delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE".
 3. NO EMAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED
 4. The responses to this RFQ will be opened as soon as practicable after the expiry of the time advertised for receiving them.
 5. TRANSNET shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Quotations received, i.e. pricing, delivery, etc. The names and location of the Respondents will, however, be divulged to other Respondents upon request.
 6. Envelopes must not contain documents relating to any RFQ other than that shown on the envelope.
 7. No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Alterations, additions or deletions must not be made by the Respondent to the actual RFQ documents.



8. **BROAD-BASED BLACK ECONOMIC EMPOWERMENT (“BBBEE”)**

TRANSNET fully endorses and supports the South African Government’s Broad-Based Black Economic Empowerment Programme and it is strongly of the opinion that all business enterprises have an equal obligation to redress the imbalances of the past. TRANSNET would therefore prefer to do business with business enterprises who share these same values and who are prepared to contribute to meaningful BBBEE initiatives (including and not limited to enterprise development, subcontracting and Joint Ventures) as part of their tender response.

Transnet would accordingly allow a “preference” in accordance with the 10% preference system, as per the Preferential Procurement Policy Framework Act 5 of 2000 (as amended) to companies who provide a BBBEE accreditation Certificate. All procurement and disposal transactions in excess of R30000 will be evaluated accordingly. All transactions below R 30,000 will as far as possible be earmarked for EME’s.

TRANSNET consequently urges Respondents (Large enterprises and QSE’s – see below) to have themselves duly accredited by any one of the Accreditation Agencies **approved** by SANAS (South African National Accreditation System, under the auspices of the DTI).

In terms of Government Gazette No. 32467, Notice No. 810 dated 31 July 2009, as from 1 February 2010 only BBBEE certificates issued by Accredited Verification Agencies of Verification Agencies that are in possession of a valid pre-assessment letter from South African National Accreditation System will be valid.

However accreditation certificates issued by non-accredited verification agencies before 01 February 2010 and which are still within their one (1) year validity period will still be acceptable, until their expiry date provided that the accreditation was done in accordance with the latest codes (i.e. those promulgated on 9 February 2007).

BBBEE Accreditation Certificates issued after the published date i.e. 01 February 2010, by a Verification Agency not approved by SANAS, will NOT be acceptable as from 01 February 2010.

Enterprises will be rated by such Accreditation Agencies based on the following:

- (a) **Large Enterprises (i.e. annual turnover >R35 million):**
 - Rating level based on all 7 (seven) elements of the BBBEE scorecard
 - Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)
- (b) **Qualifying Small Enterprises – QSE (i.e. annual turnover >R5 million but <R35 million):**
 - Rating based on any 4 (four) of the elements of the BBBEE scorecard
 - Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)
- (c) **Exempted Micro Enterprises – EME (i.e. annual turnover <R5m are exempted from being rated or verified):**
 - Automatic BBBEE Level 4 rating, irrespective of race ownership, i.e. 100% BBBEE recognition



- Black ownership >50% or Black Women ownership >30% automatically qualify as Level 3 BBBEE rating, i.e. 110% BBBEE recognition
- EME's should provide documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30% (to be renewed annually) from their Auditors / Accounting Officers

In addition to the above, Respondents who wish to enter into a Joint Venture (JV) or subcontract portions of the contract to BBBEE companies must state in their Tenders / Proposals the percentage of the total contract value which would be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and/or sub-contractors, as well as a breakdown of the distribution of the aforementioned percentage allocation must also be furnished with the tender response to enable Transnet to evaluate / adjudicate on all tenders received on a fair basis.

Each Respondent is required to furnish proof of its BBBEE status (Certificate and Detailed Scorecard) and ensure that the documentation is valid at the date of Tender Submission as stipulated above to TRANSNET.

Failure to submit your BBBEE Certificate and Detailed Scorecard will result in a score of zero being allocated for BBBEE evaluation.

Turnover: Indicate your company's most recent annual turnover:

R.....

- If annual turnover <R5m, please attach auditors / accounting officers letter confirming annual turnover and percentage black ownership as well as Black Women ownership
- If annual turnover >R5m please attach BBBEE certificate and detailed scorecard from an accredited rating agency.

The DTI has created an online **B-BBEE Registry** (<http://www.dti.gov.za>) in order to provide a central and standardized source of the B-BBEE status of all entities, and to facilitate the flow of this information amongst entities by providing a Unique Profile Number (UPN) per each listing. Existing and prospective suppliers are therefore urged to list their B-BBEE status on the DTI Registry. Hence, entities verified by DTI, will receive the following benefits:

- Their BBBEE status will be verified and confirmed by the DTI, before listing on the Registry
- Listing on the Registry will provide suppliers the option to market themselves on the DTI B-BBEE Opportunities Network. This is a search engine that is designed to help businesses find B-BBEE compliant entities who match specific requirements in terms of the nature of services/goods provided, region, B-BBEE status or other search criteria.

Transnet supports this DTI initiative and will use the DTI Registry to verify prospective and existing suppliers' BBBEE credentials.

Kindly provide Transnet with your DTI B-BBEE UNIQUE PROFILE NUMBER with all tender submissions.

DTI BBBEE UNIQUE PROFILE NUMBER:

.....



Failure to submit your BBBEE information in terms of the above-mentioned clauses will result in a score of zero being allocated for BBBEE evaluation.

9 COMMUNICATION

Respondents are warned that a response will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of TRANSNET in respect of an RFQ between the closing date and the date of the award of the business.

A respondent may, however, BEFORE THE CLOSING DATE AND TIME, direct any enquiries relating to the RFQ to the TRANSNET employee as indicated in (2) above.

10. RFQ SCHEDULE

Respondents will be contacted as soon as practicable with a status update. At this time short-listed Respondents may be asked to meet with TRANSNET representatives. Respondents are to provide a list of persons who are mandated to negotiate on behalf of their company, together with their contact details.

10.1 INSTRUCTIONS FOR COMPLETING THE RFQ

- (i) Sign one set of documents (sign and date the bottom of each page). This set will serve as the legal and binding copy. A duplicate set of documents is required. This second set can be a copy of the original signed Proposal.
- (ii) Both sets of documents to be submitted to the address specified above.
- (iii) The following returnable documents must accompany all Proposals:
 - The Respondent's latest audited financial statements;
 - The Respondent's valid Tax Clearance Certificate.
 - A CD copy where applicable

11. COMPLIANCE

The Respondent shall be in full and complete compliance with any and all applicable State and Local Laws and Regulations.

12. ADDITIONAL NOTES:

- All returnable documents as indicated in the Proposal Form (Section 3) must be returned with the response
- Changes by the Respondent to its submission will not be considered after the closing date
- The person or persons signing the Proposal must be legally authorized by the Respondent to do so (Refer Section 4). A list of those person(s) authorized to negotiate on your behalf must be submitted along with the Proposal
- All prices must be quoted in South African Rand
- TRANSNET reserves the right to undertake post-tender negotiations with the preferred Respondent or any number of short-listed Respondents

NB: Unless otherwise expressly stated, all Proposals furnished pursuant to this Request shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated. TRANSNET reserves the right to reject any or all offers.

**FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS
MAY RESULT IN THE PROPOSAL BEING REJECTED.**



13. DISCLAIMERS

Respondents are hereby advised that TRANSNET is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Proposal in response to it. In particular, please note that TRANSNET reserves the right to:

- modify the RFQ's Goods or Services and request Respondents to re-bid on any changes
- reject any Proposal which does not conform to instructions and specifications which are detailed herein
- disqualify Proposals submitted after the stated submission deadline
- not necessarily accept the lowest priced Proposal
- reject all Proposals, if it so decides
- award a contract in connection with this Proposal at any time after the RFQ's closing date
- award only a portion of the proposed Goods or Services which are reflected in the scope of this RFQ
- split the award of the contract between more than one Supplier
- make no award of a contract

Kindly note that TRANSNET will not reimburse any Respondent for any preparation costs or other work Performed in connection with the Proposal, whether or not the Respondent is awarded a contract.

14. Any PROPOSAL submitted by a Respondent is subject to negotiation and review of the proposed contract by Trans net's Legal Counsel.

NAME OF RESPONDENT:

PHYSICAL ADDRESS:

Indent's contact person:	Name:	_____
	Designation:	_____
	Telephone:	_____
	Cell phone:	_____
	Facsimile:	_____
	Email:	_____

**TRANSNET urges its clients and suppliers to report
Any fraud or corruption
On the part of Transnet' employees to
TIP-OFFS ANONYMOUS: 0800 003 056**



SECTION 2

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER :HOAC/POE/6786

RENOVATE VARIOUS BUILDINGS POLOKWANE

REQUISITION FOR QUOTATION

SUPPLY CHAIN SERVICES
Contact: Esther Tyam Tel: 011 773 8557 Fax:011 773-2020

COMPANY NAME:

.....

.....

.....

Tel (011)
Fax (011)

ISSUE DATE **07 -12- 2010**

CLOSING DATE **11-01 2011 (10h00)**

Prices in South African currency, including all costs.			
Direct to consignees			
ITEM NO:	DESCRIPTION		
1.	RENOVATE VARIOUS BUILDINGS POLOKWANE		
Total price for the service			
2.Prices must be V.A.T. exclusive			
3. Direct delivered to:	POLOKWANE		
4.Contact person:	Esther Tyam 011 773-8557 /083 303 6245 Henry OR ELVIS 083 267 1931		

5.COMPULSARY DOCUMENTS
NOTE

- 5.1.Return of tender documents
The tender documents must be submitted on the closing date in **duplicate** and failure To do so will automatically disqualify your offer.
- 5.2.The following documents are compulsory, and they must be attached to the tender document
If it's a copy must be certified

- If **Not** your tender will not be considered.
- a) Tax Clearance Certificate
 - b) Supplier Declaration Form
 - c) Current Vat Registration No.
 - d) BBBEE level certification and Score Card

SIGNATURE OF TENDERER: _____ **Date:** _____



6. FRAUD HOTLINE

Transnet strives to be fair, equitable and just in all its dealings with tenderers. As such we encourage all tenderers to report any practice, activity or information that they are aware of or become aware of which may result in any perception of or actual fraud being committed against or in the name of Transnet. The hotline details are:-

Hotline telephone: 0800 003 056

Email: transnet@tip-offs.com

Fax: 0800 007 788

All information received will be treated with the utmost confidentiality

7. BUSINESS ADJUDICATION CRITERIA:

7.1."Order winning criteria"

7.1.1.Competitive pricing

7.2."Technical"

7.3. Compliance to specification

7.4. Delivery / Schedule

7.2.1 Previous experience repairs & maintenance

7.3."BBBEE" Certificate

7.3.1.Provide BBBEE level Certification

SIGNATURE OF TENDERER: _____

Date: _____

“PREVIEW COPY ONLY”



SECTION 3

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER : HOAC/POE/6786

RENOVATE VARIOUS BUILDINGS POLOKWANE

CERTIFICATE OF ATTENDANCE

8. RFQ SITE MEETING:

A **COMPULSORY** information meeting will be held at the following venue:

VENUE : **POLOKWANE**
STATION

Time : **1200**

Date : **14 DECEMBER 2010**

The site meeting is compulsory and companies not attending **will be overlooked** during the tender awarding process.

Contact people on sites: (Esther Tyam)

8.1. ATTENDANCE CERTIFICATE

This is to certify that.....

Representative/s of

Has/have today attended the Tender briefing in respect of the proposed:

.....

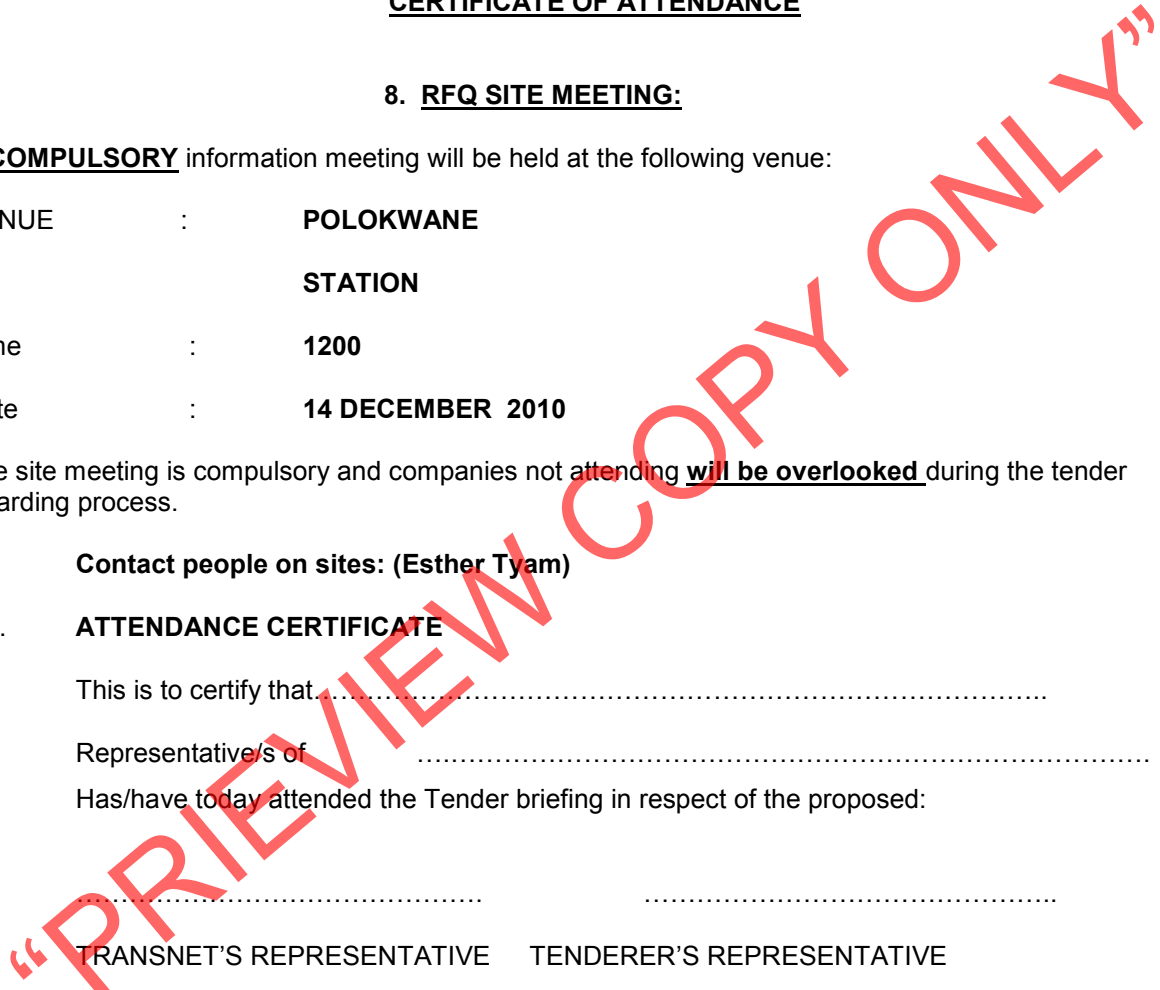
TRANSNET'S REPRESENTATIVE TENDERER'S REPRESENTATIVE

DATE :.....

VERY IMPORTANT

ANY TENDERER NOT ATTENDING THE INFORMATION MEETING **WILL** AUTOMATICALLY BE EXCLUDED FROM THE BUSINESS AWARDING PROCESS

SIGNATURE OF TENDERER: _____ **Date:** _____





REFERENCES

COMPANY INFORMATION

9. STATEMENT OF WORK (S) SUCCESSFULLY CARRIED OUT BY THE TENDERER:

Tenderes are to advise which other companies have they successfully provided or are currently providing similar services.

Service Description	For whom done	Period	Contact person and Telephone or Cell number

“PREVIEW COPY ONLY”

SIGNATURE OF TENDERER:

Date: _____



SECTION 4

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER : HOAC/POE/6786

RENOVATE VARIOUS BUILDINGS POLOKWANE

SCOPE OF WORK

"PREVIEW COPY ONLY"

SIGNATURE OF TENDERER:

Date: _____



POLOKWANE: RENOVATE STANDBY ROOM AND ABLUTION FOR NATIONAL TRAIN CREW PERSONNEL, AS PER GENERAL AND TECHNICAL SPECIFICATIONS. (ASSET NO: 02BM015)

Schedule of work and prices

Item	Description	Quant	Unit	Price	Amount
1	BRICKLAYER: Standby room, break off half brick-wall. (1/3,65x2,88m)	10,51	M2		
2	Standby room and passage, build closed with comen bricks half- brick wall. (1.20x2,88m (1/2,02x2,35)	8,21	M2		
3	Standby room and passage, plaster wall's, steel troffel finishing. (2/2,02x2,35m)(2/0,30x2,88m) (2/1,20x2,88m)(2/3,65X2,88M)	39,16	M2		
4	Standby room and passage, chip floor and repair floor tiles. (1/1,20x0,60m)(1/3,65x0,60m) (1/2,02x0,60m)(tile size 290mm)	4,12	M2		
5	Men shower room, remove 2 shower doors, and install it again when the new tiles are finish.	2	EA		
6	Men shower room, install white soap dishes. (screw type)	2	EA		
7	Men shower room, remove wall tiles, chip wall's and replace with 300x300mm ceramic wall tiles from ferretas code-ARC 0162 JC colour- white with 3mm spacing and white grouting. Mix tile adesive and grout with bond it, not water.	14,00	M2		
8	Men shower room, remove old mosaic shower floor tiles, chip floor and replace with new dove grey mosaic tiles, grouting dark grey, Mix adhesive and grout with bond-it, not water.	2,00	M2		
9	CARPENTER: Passage, break hardboard or dry- wall out. 1/1,20x2,88m	3,46	M2		
10	Standby room, repair rino board ceiling and cornice (1/3,65x0,50m)	1,83	M2		
11	Standby room, remove wood strips from wall. (2/2,35)(1/2,02)	6,72	M		
	Men shower room, fix meranti skirting to wall, and supply chrome hook's for clothes. (4 hooks)	1	JOB		
12	Standby room, fix lose cornice to wall, remove old crack filler from cornice.	4,70	M		
13	Standby room and ladies shower room, install window handle's. 1/LH and 1/RH.	2	EA		
14	Standby room and ladies shower room, install window sliding stays. (175mm center of holes)	2	EA		
15	Ladies shower room, supply cistern cover (lid) (Cut a cover from shutter board NOT PRESSED WOOD and paint it white.)	1	EA		
16	Ladies shower room, install three roll lockable toilet paper dispenser attached to wall.	1	EA		
17	Ladies shower room, the existing lockable toilet roll is lose, fix it again to wall.	1	EA		
18	Ladies shower room, the shower doors can not close the hinges is lose, line it up.	2	EA		
19	Ladies shower room, remove and replace obscure glass. (1/465mmx290mm)	1	EA		



20	Standby room, supply 2 key's for the door to the passage.	2	Key's		
21	PLUMBER: Remove and replace 2 toilet handles, the toilets can not flush.	2	EA		
22	Ladies and men shower room, remove and replace shower tap washers (15mm)	4	EA		
23	Men shower room, remove and replace (2/white rubber cone's)(2/betta valve washers) (2/ball valve washers)	1	JOB		
24	Men and ladies showers, install toilet seats white heavy duty plastic Econo B2.	4	EA		
25	ELECTRICAL: Standby room, remove light switch and extension plug box to new position in the same room.	1	JOB		
26	Standby room, passage, office, ladies and men shower room, remove and replace lamps, Osram & Phillips Flourescent type 65W.	3	EA		
27	Men shower room, remove and replace new stracter fans, make it the same.	2	EA		
28	Ladies shower room, supply and install the same stracter fans as men shower room.	2	EA		
29	PAINTER: INTERIOR: Standby room, paint new interior walls 3 coats paint. 1 Coat Dulux Dura 65 white. 2 Coats Dulux Wash N Wear Silk, Barely Beige Code-3H1-1.	39,16	M2		
30	Standby room, men and ladies shower room, passage and office paint old interior walls 3 coats. 1 Coat Dulux Universal White Undercoat. 2 Coats Dulux Wash N Wear Silk, Barely Beige Code-3H1-1.	355,41	M2		
31	Standby room, men and ladies shower room, passage and office paint ceilings 2 coats Dulux Dura 65 white.	107,50	M2		
32	Standby room, men and ladies shower room, passage and office, paint steel door frame's with out fanights 2 Coats paint. (25,20M2) 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux Pearlglö Lockness code-3L1-5.	17	EA		
33	Standby room, men shower's and ladies shower room, paint wood doors 2 Coats paint. (18,55M2) 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux Pearlglö Lockness code-3L1-5.	5	EA		
34	Standby room, office, men and ladies shower room, sand wood door, 2 Coats clear varnish (satin) finish. (44,52M2)	12	EA		
35	PAINT EXTERIOR: Paint square gutter's 3 Coats paint. (6,47M2) 1 Coat NS4 Steel Primer. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux high gloss enamel white.	31,34	M		
36	Paint square down pipes 3 Coats paint. (7,80M2) 1 Coat NS4 Steel Primer. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux high gloss enamel white.	6	EA		
37	Paint sprockets 700mm 2 Coats paint. (4,10M2) 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux high gloss enamel white.	22	EA		
38	Paint purlins 76x50mm 2 Coats paint. (3,66M2) 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux high gloss enamel white.	31,34	M		
39	Paint barch boards 2 Coats Dulux Dura 65 white.	23,20	M		
40	Paint steel windows 2 Coats paint. (11EA) 1 Coat Dulux Universal White Undercoat.	17,54	M2		



	1 Coat Dulux Pearl glo Lockness code-3L1-5.				
41	Remove and replace front putty. (7/440mm = 3,08m)	1	JOB		
42	Clean gutters and down pipes inside, it is full of ground and leafs.	1	JOB		
43	Stencil asset no on wall (02BM015)	1	JOB		
44	Clean site.	1	JOB		
			TOTAL		
			14%		
		GRAND	TOTAL		

POLOKWANE: LADANNA YARD: RENOVATE OPERATIONS MESS & ABLUTION FOR 9 LADIES AND 26 MEN, AS PER GENERAL AND TECHNICAL SPECIFICATIONS. (ASSET NO: 02AM061)

Schedule of work and prices

Item	Description	Quant	Unit	Price	Amount
	<u>BRICKLAYER:</u>				
1	Men shower room, demolish one – brick wall 230mm. (1/3,82 X 2,86m)	13,00	M2		
2	Men shower room, demolish half – brick wall 114mm. (2,10 X 2,86m high.)	6,00	M2		
3	Men and ladies shower room, kitchen and passage build half – brick walls with common bricks. (4/1,90x2,03) (1/3,34x2,86m high.) (2/1,50x2,03m high (1/2,94x2,86m)(1,00x2,20m)(0,60x2,20m)	45,00	M2		
4	Men shower room, build one – brick wall 230mm with face – bricks the same colour as existing walls out side. (1/1,60 X 2,86m high.)	7,00	M2		
5	Ladies shower room, brake out steel windows 2/2,00 X 1,54m high. (D22H)	2	EA		
6	Men and ladies shower room, build steel windows in 7/0,53 X 0,65m high. (E1H)(Window sills included)	7	EA		
7	Men and ladies shower room, chip floor and cast 4 concrete floors. (Wood float finishing.) men1/1,10x1,81x0,10m (Men 2/1,50x1,10x0,15m) (Ladies 2/1,50x0,85x0,15m)	1,00	M3		
8	Men and ladies shower room, fit MOSAIC tiles on shower floor. (First Grade)(Dove Grey) (Men2/1,50x1,10m)(Men1/1,94x0,87) (Ladies 2/1,50x0,85m) Only in showers, mix tile Ahesive and Grout with BOND-IT before used.	7,00	M2		
9	Men and ladies shower room, remove out standing face bricks with hammer and chisel. (1/3,83m) (1/1,74m)(1/2,23m)(1/1,70m)	10,00	M		
10	Men and ladies shower rooms, chip painted walls and face brick walls. (chipping 25mm apart) Let a machine at tool-trick, to remove all the paint from walls. Apply Pro – Grip Basecoat to walls. (Ready to fit wall tiles.)	145,00	M2		
11	Men shower room, (in shower) remove 150x150mm wall tiles for scrap, and mosaic tiles on floor. Chip floor and walls (Chipping 25mm apart) Apply Pro-Grip Basecoat to walls and floor. (Ready to fit wall and mosaic tiles.)	12,19	M2		
12	Men shower room, locker room kitchen and ladies locker room remove old 230x230mm green floor tiles for scrap.	56,00	M2		



13	Ladies shower room, remove floor covering. (7,15x3,34m)(23,88 M2)	1	JOB		
14	Men and ladies shower room, locker room, kitchen and passage chip floor. (chipping 50mm apart) Apply Pro-Grip to floor. (Ready to fit floor tiles.)	86,00	M2		
15	Men and ladies shower room, locker room, kitchen and passage fit floor tiles, Johnson Keraster Themis, 300x300mmx8.5mm full body PORCELAIN tile, fixed with TAL GOLD STAR 6 HOUR POCELAIN ADHESIVE and flush pointed with TAL DOVE GREY GROUT. (6mm spacing.) Skirting, (similar to floor tiles) with white plastic edge cover strip. (AVAILABLE AT TILE AFRICA)	86,00	M2		
16	Men and ladies shower room, fit Johnson's (GWC – 4) 200X200mm Gloss white wall tiles, fixed with TAL PROFESSIONAL ADHESIVE and flush pointed with TAL SUPER WHITE FINE GROUT. Only in showers, mix tile Ahesive and Grout with BOND-IT before used.	195,00	M2		
17	Men and ladies shower room, kitchen and passage plaster walls.(wood float)(steel troffel) finishing.)	114,00	M2		
18	Men shower room, kitchen and ladies locker room, brake out 114mm steel and wood door frames with out fanlights.	6	EA		
19	Ladies shower room, brake out double wood door frame with fanlight.	1	EA		
20	Kitchen to passage brake through 114mm brick wall, and build in 114mm steel door frame (LH) with out fanlight.	1	EA		
21	Men and ladies shower room, passage and ladies locker room build in 114mm steel door frames (LH) with out fanlights.	6	EA		
22	Ladies passage build in 114mm steel door frame (RH) with out fanlight.	1	EA		
23	Out side, brake concrete out to in stall sewerage pipes. (1/2,80x0,60x0,076m)(1/2,00x0,60x0,076m) (1/8,00x0,60x0,076m)	0,60	M3		
24	Out side, when sewerage pipes is installed, cast concrete and make it good. (wood float finishing) (1/2,80x0,60x0,076m)(1/2,00x0,60x0,076m) (1/8,00x0,60x0,076m)	0,60	M3		
	<u>CARPENTER:</u>				
25	Men and ladies shower room, fit white soap dishes in showers. (screw type)	6	EA	?	
26	Men and ladies toilet, fit three roll lockable toilet paper dispenser attached to wall.	6	EA	?	
27	Men and ladies showers, fit at wall 4 CP tower rails in shower rooms (1,00m long)	4	EA		
28	Men and ladies shower room, fit 4/0,60m meranti skirting to wall, and screw CP hooks on skirting to hanging cloths on.	12	HOOKS		
29	Ladies shower room, supply a shebin in shower room.	1	EA		
30	Men and ladies shower room, kitchen, passage and ladies locker room fit hardboard doors.	7	EA		
31	Men locker room, kitchen and ladies shower room fit heavy duty meranti flashback door 813x2032. (AVAILABLE FROM PJ TIMBERS POLOKWANE)	3	EA		
32	Men and ladies shower room, fit shower doors type " PIVOT " with obscure safety glass.	4	EA		
33	Men and ladies toilet, fit INDICATOR LOCK to doors. (chrome finishing)	4	EA		
34	Men and ladies shower room, locker room, kitchen, and passage fit two lever mortise locks.	6	EA		
35	Men and ladies shower room, fit 450x600mm silver mirror, mounted flush with tiles using double sided tape above wash hand basinsat eye level	4	EA		



36	Men shower room, remove and replace rino board ceiling 1/4,00x4,07m with cover strips and cornice.	17,00	M2		
37	Ladies shower room, one panel is hanging, fix brandering to trusts with 75mm nails and used binding wire to fix brandering on trusts.	1	JOB		
38	Men shower room, roof is leaking on valley, remove roof screws and replace with 40/90mm pozidrive screws and 40/19mm bonded washers.	1	JOB		
	<u>PLUMBER:</u>				
39	Ladies shower room install geyser out side, vertical 200 liter 600 KPA Kwikot, outlet and blanket. Provide vacuum breakers and close off valve. Provide earthing strap to geyser and earthing spike.	1	JOB		
40	Men shower room install geyser out side, horizontal 200 liter 600 KPA Kwikot, outlet and blanket. Provide vacuum breakers and close off valve. Provide earthing strap to geyser and earthing spike.	1	JOB		
41	Men and ladies shower room, install pressure control valves MASTER FLOU COBRA 600KPA with close off valve.	2	EA		
42	Men and ladies shower room, install all the 22 and 13mm copper water pipes, with fittings in roof and in walls, to the showers, toilets, sink and wash hand basins.	1	JOB		
43	Install sewerage pipes 110mm PVC heavy duty coloured underground, with all the 110mm PVC fittings and cleaning eyes above ground.	13,00	M		
44	Install 110mm concrete gully's with gully grits.	2	EA		
45	Men and ladies shower room, install Low Level Vaal Pottery toilet pan with separate porcelain cistern 9 Liter. (Close Cappel)	4	EA		
46	Men and ladies toilet, install toilet seat white heavy duty plastic ECONO B2.	6	EA		
47	Men and ladies shower room, install 50mm PVC waist pipes and fittings white, for showers and wash hand basins.	1	JOB		
48	Men and ladies shower room, install shower taps COBRA under tile stopcock-Star.(4 warm)(4 cold)	8	EA		
49	Men and ladies shower room, install shower rose COBRA CHROME SWIVEL WITH SWAN NECK EXTENTION.	4	EA		
50	Men and ladies shower room, install shower P- Trap Brass Deep Seal with Chrome Grid.	4	EA		
51	Men and ladies shower room, install wash hand basins, 420x340x185mm Oval A basin from Franke- FSA Code- 357456, with Chrome Outlet, Plug and Chain.	3	EA		
52	Men and ladies shower room, install wash hand basin taps, 13mm Cobra Pillar Taps. (STAR TYPE) (Cold and Hot)	6	EA		
53	Men and ladies shower room, install wash hand basin P-Trap, Anti Vac Plastic Bottle Trap.	3	EA		
	<u>ELECTRICAL:</u>				
54	Men and ladies shower room, install Bathroom Extractor Fan 300mm Expell Air.	4	EA		
55	Ladies shower room, remove 1 Land Point, 7 Wall Plugs, 1 Isolater, and 1 Aircon. (Transnet aircon) Remove 1 Fluorescent Light Fitting and 1 light switch fix it again on the right spot. (No light switches in showers.)(Install the light switch out side on stoep.	1	JOB		
56	Men shower room, remove 1 light switch and install it again in locker room. (No light switches in showers.) Remove 1 Fluorescent light and install it again. Install a new double Fluorescent Light.	1	JOB		



57	Install 3 Circuit Breakers at DB board. Two circuit breakers for two geysers, and one circuit breaker for 4 Extractor fans.	3	EA		
58	Install 3 Isolators for 2 geysers and 4 Extractor Fans. (No Isolators in shower rooms.)	3	EA		
59	Do all the electrical wire ring and conduit for Extractor fans, Lights, Light Switches, 2 geysers, Isolator and circuit breakers.	1	JOB		
	<u>PAINTER:</u>				
60	Men and Ladies locker room, kitchen and passage, paint interior walls 3 coats paint. 1 Coat Dulux Universal white undercoat. 2 Coats Dulux Wash N Wear Silk, Barely Beige Code – 3H1-1.	111,00	M2		
61	Men and Ladies shower room, locker room, kitchen, and passage paint ceilings two coats Dulux Dura 65 white.	78,00	M2		
62	Men shower room, pain new ceiling 3 Coats Dulux Dura 65 White.	17,00	M2		
63	Men and Ladies shower room, locker room, kitchen, and passage paint steel and wood door frames 2 coats paint. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux High Gloss White.	14	EA		
64	Men and Ladies shower room, locker room, kitchen, and passage paint wood doors 2 Coats paint. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux High Gloss White.	11	EA		
65	Men and Ladies shower room, locker room, kitchen, and passage paint steel window frames 2 Coats paint, interior and exterior. (18 windows) 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux High Gloss White.	14,27	M2		
66	Men shower room, locker room, kitchen, and Ladies locker room remove clear glass and replace with obscure glass.	40	EA		
67	Ladies shower room, put obscure glass in new steel window frames.	12	EA		
68	Ladies shower room, men locker room and kitchen sand doors, varnish hard wood doors 2 Coats Clear Varnish (Stain) finishing.	3	EA		
69	Stensil asset no on wall.	1	JOB		
70	Clean site.	1	JOB		
			TOTAL		
			14%		
		GRAND	TOTAL		



POLOKWANE: RENOVATE 258 CONTROLE CABIN FOR NATIONAL TRAIN CREW PERSONNEL, AS PER GENERAL AND TECHNICAL SPECIFICATIONS. (ASSET NO: 02BM035)

Schedule of work and prices

Item	Description	Quant	Unit	Price	Amount
1	BRICKLAYER: Shower room, remove lose floor tiles and chip floor (chipping 50mm apart) Apply Pro – Grip Basecoat to floor. (2,04X2,10m) Used the same tiles.	6,00	M2		
2	Fit floor tiles Johnson Themis, 300X300X8,5mm full body Porcelain tile with 6mm spacing and beige grouting 100mm tiled skirting (similar to floor tiles) with white plastic edge cover strip. Available at Tile Africa.	4,28	M2		
3	Shower room, remove and replace 2 white wall tiles 150X150mm.	2	EA		
4	Break concrete out, back side of building. (1/2,03x5,50m) (11,00M2)	1,00	M3		
5	CARPENTER: Toilet and shower room, install 2 hardboard doors and install the same mortise locks.	2	EA		
6	Passage, remove and replace newtec ceiling board and cornice, supply trap door, remove light fitting and install it again. (2,66X1,16m)	3,09	M2		
7	Fix lose barch board.	1	job		
8	Office, and s/room remove and replace glass. clear(2/465x290mm) Arctic (2/465x290mm)	4	EA		
9	PLUMBER: Toilet room, remove and replace W H B tap washers 15mm.	2	EA		
10	Toilet room, remove and replace white rubber cone.	1	EA		
11	Toilet room, remove and replace white toilet seat heavy duty plastic Econo B2.	1	EA		
12	Fix 2 lose down pipes to wall.	1	JOB		
13	Break concrete out. (1/2,03X5,50X0,10M)	1,12	M3		
14	Break gully, cleaning eyes and 110mm earthen ware pipe out for scrap. Replace with new gully completed, 1/ 110mm cleaning eye, 45m/110mm PVC pipe, 110mm PVC bends, 110mm gully trap, 4/110mm L.H. Y- junctions, 8/ 110mm sockets, 1/ 110mm offset, 1/ heavy duty man hole cover. (Type Round) and build manhole complete. Dig trenches and do back filling.	1	JOB		
15	Clean gutters and down pipes, it is full of dust and leafs. (2/down pipes and 2/9,00 gutters.	1	JOB		
16	Remove supply tank on roof, break brick stand and chimney off and close roof with new 11/3,00Mx0,050mm thick corrugated iron roof sheets and 1/1,80m ridging. Install 100 KPA Latco - Valve for Geyser. Supply 2/22mm Vacuum Breakers and 2/22mm Stopcocks Ball and Handel type. Install 22mm Copper pipes to fit the new Latco Valve. Used 90mm pozi-drive screws and 19mm bonded washers to fix the new corrugated roof sheets.	1	JOB		
17	Remove two half trees on back side of building.	1	JOB		
18	PAINTER: Office, Passage, toilet and shower room paint interior walls 2 coats paint. 1 Coat Dulux Universal white Undercoat. 2 Coats Dulux Wash N Wear Silk, Barely Beige Code-3H1-1.	75,00	M2		
19	Office, Passage, toilet and shower room paint ceilings 2 Coats	47,33	M2		



	Dulux Dura 65 white.				
20	Paint security gate 2 Coats paint.(1/1,70x2,10m) 1 Coat Dulux Universal white Undercoat. 1 Coat Dulux White High Gloss.	3,57	M2		
21	Toilet and shower room, paint hardboard doors 3 Coats paint. 1 Coat Dulux Pink Wood Primer. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux Pearl glo Lockness Code-3L1-5.	2	EA		
22	Paint steel door frames 114mm with fanlights 2 coats 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux Pearl glo Lockness Code-3L1-5.	4	EA		
23	Paint steel door frame 114mm with out fanlight 2 Coats paint. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux Pearl glo Lockness Code-3L1-5.	1	EA		
24	Sand door, 2 Coats Clear Varnish (Satin) finish.	3	EA		
25	Toilet room, paint wood moulds on top of walls 2 Coats paint. 1 Coat Dulux Universal white Undercoat. 1 Coat Dulux White High Gloss.	1,48	M2		
26	Paint steel windows 2 Coats paint. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux Pearl glo Lockness Code-3L1-5.	9,64	M2		
27	Paint square gutters 2 Coats paint. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux White High Gloss.	18	M		
28	Paint square down pipes 2 Coats paint. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux White High Gloss.	4	EA		
29	Paint purlins 76mmx50mm 2 Coats paint. 1 Coat Dulux Universal white Undercoat. 1 Coat Dulux White High Gloss.	23,80	M		
30	Paint Barch Boards 230mm 2 Coats Dulux Dura 65 White.	19,20	M		
31	Paint 900mm sprockets 2 Coats paint. 1 Coat Dulux Universal white Undercoat. 1 Coat Dulux White High Gloss.	14	EA		
32	Remove and replace front (glaze) putty on steel windows. (20/440mm)	8,80	M		
33	Stencil Asset No. on wall (02BM035)	1	JOB		
			TOTAL		
			14%		
		GRAND	TOTAL		



BUILDINGS, BRIDGES & STRUCTURE

POLOKWANE: RENOVATE NATIONAL TRAIN CREW OFFICE AS PER GENERAL AND TECHNICAL SPECIFICATIONS. (ASSET NO: 02AM020)

Schedule of work and prices

Item	Description	Quant	Unit	Pric EA	Amoun TOTAL
1	BRICKLAYER: Passage no.2. Plaster face- brick walls. (wood float finishing)	47,00	M2		
2	Ladies toilet. Chip walls. (Chipping 50mm Apart) Apply Pro-Grip Base Coat to walls.	13,00	M2		
3	Passage no.2 and ladies toilet Install 300x300mm Ceramic wall tiles from Ferreira's code- ARC 0162 JC, colour white with 3mm spacing and white grouting.	62,00	M2		
4	Passage no.2. Build opening close with commen bricks. (one-brick wall)(230mm)	3,00	M2		
5	Passage no.2. Remove 18 bricks at existing building, to joint the new wall.	1	JOB		
6	Passage no.2. Break concrete floor out, and supply a new concrete floor, ready for ceramic tiles. (wood float finishing.	0,65	M3		
7	Passage no.2. Dig foundation (1/0,92x0,40x0,23.)	0,09	M3		
8	Passage no.2. Concrete in foundation. (1/0,92x0,40x0,23.)	0,09	M3		
9	Passage no.2. Supply floor tiles Johnson Themis, 300x300x8,5mm full body Porcelain tile and beige grouting. (6mm spacing) 100mm tiled skirting. (similar to floor tiles) with white plastic edge cover strip. (AVAILABLE AT TILE AFRICA.)	8,15	M3		
10	Behind passage no.2 out side repair concrete.(76mm thick	3,33	M2		
11	CARPENTER: Kitchen and passage no.1 brake ceiling board out and replace with extra brandering cornice and newtec ceiling board. (Supply Trapdoor again.)	16,17	M2		
12	Passage no.2 and ladies toilet, Install newtec ceiling board.	10,00	M2		
13	Paper store room, roof is leaking, remove old roof screws and replace 90mm Pozi Drive Wood Screws and 19mm Bonded Washers	40	EA		
14	PLUMBER: Men toilet. Remove and replace 1/ betta valve, 1/ ball valve, 1/ white rubber cone, and 1/ toilet seat, white heavy duty plastic Econo B2.	1	JOB		
15	Passage no. 2. Remove existing wash hand basin to new position and install it again.	1	JOB		
16	Passage no. 2. Remove water pipes at wash hand basin and in ladies toilet. Remove water pipes under floor, and install it out side to shower room.	1	JOB		
17	Ladies toilet. Remove cistern and toilet pan, install new low level Vaal Pottery pan with separate porcelain cistern (Close Cupple) complete.	1	JOB		
18	Ladies toilet. Install three roll lockable toilet paper dispenser attached to wall.	1	EA		
19	Ladies toilet. Install toilet seat white heavy duty plastic Econo B2.	1	EA		
20	Out side. Install electrical geyser vertical 100 liter, 600 KPA Kwikot with Blanket. Provide Vacuum Breakers, Close off Valve and Master Flow Valve.	1	JOB		
21	Install water pipes and pipe fittings to shower, ladies toilet	1	JOB		



	and wash hand basin.			
22	ELECTRICAL: Passage no.1. Remove, and chase wall for light switch.	1	JOB	
23	Passage no.1. Install new single light switch.	1	EA	
24	Ladies toilet, Install new light fitting on new ceiling. (Type Ceiling Mount Double Round Tube Decorative Fit. (Electronic)	1	EA	
25	Supply electric for geyser, from D.B. Board, 1 Sercut Breaker and 1 Isolator.	1	JOB	
26	Kitchen, passage no1 and 2. Remove light fittings and install it again.	3	EA	
27	PAINTER: PAINT INTERIOR: Kitchen, Passage no.1, and men toilet, paint walls 2 coats paint. 1 Coat Dulux Universal White Undercoat. 2 Coats Dulux Wash N Wear Silk, Barely Beige cod-3H1-1	95,00	M2	
28	Kitchen, Passage no.1. passage no.2. store room men and ladies toilet paint ceilings 3 coats Dulux Dura 65.	26,00	M2	
29	Kitchen, Passage, Men and Ladies toilet paint 114mm steel door frames with out fanlights 2 coats paint. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux Pearl glo Lockness code-3L1-5.	3	EA	
30	Kitchen, and ladies toilet, paint wood door frames with fanlight 2 coats paint. 1 Coat Dulux Univesal White Undercoat. 1 Coat Dulux Pearl glo Lockness code-3L1-5.	2	EA	
31	Kitchen, men and ladies toilet, paint wood doors 2 coats. 1 Coat Dulux Univesal White Undercoat. 1 Coat Dulux Pearl glo Lockness code-3L1-5.	2	EA	
32	Kitchen, Passage, and office, sand wood doors, 2 coats clear varnish (satin) finish.	4	EA	
33	Shower room, paint 1 glass white PVA (460mmx305mm)	1	JOB	
34	Ladies toilet, paint lover both sides, 2 coats paint. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux Pearl glo Lockness code-3L1-5. (520x440mm)	2	EA	
35	PAINT EXSTERIOR: Paint plaster above windows and doors 2 coats Dulux Dura 65 White.	10,65	M2	
36	Paint steel windows inside and outside 2 coats paint. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux Pearl glo Lockness code-3L1-5.(14,52 M2)	10	EA	
37	Paint pipes up to 50mm 2 coats paint. 1 Coat Dulux Univesal White Undercoat. 1 Coat Dulux Pearl glo Lockness code-3L1-5.	89,00	M	
38	Paint wood beams 150mmx76mm 2 coats paint. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux White High Gloss.(18,46 m2)	48,59	M	
39	Paint wood purlins 50mmx76mm 2 coats paint. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux White High Gloss.(17,08 M2)	114,26	M	
40	Paint wood rafters 114mmx38mm 2 coats paint. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux White High Gloss.(18,45 M2)	68,35	M	
41	Paint 76mm poles 2 coats paint. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux White High Gloss.	51,54	M	
42	Paint gutter (square) 2 coats paint. 1 Coat Dulux Universal White Undercoat. 1 Coat Dulux White High Gloss.	2,12	M	
43	Paint down pipe (square) 2 coats paint.	4,10	M	



	1 Coat Dulux Universal White Undercoat. 1 Coat Dulux White High Gloss.				
44	Stensil asset no. on wall (02AM020)	1	JOB		
45	Clean site.	1	JOB		
			TOTAL		
			VAT 14%		
		GRAND	TOTAL		

02BM015 TOTAL AMOUNT _____

02AM061 TOTAL AMOUNT _____

02BM035 TOTAL AMOUNT _____

02BM020 TOTAL AMOUNT _____

VAT _____

GROSS TOTAL _____

NAME OF THE COMPANY _____

“PREVIEW COPY ONLY”



SECTION 5

REQUEST FOR QUOTATION (“RFQ”)

RFQ NUMBER : HOAC/POE/6786

RENOVATE VARIOUS BUILDING POLOKWANE

RETURNABLE DOCUMENTS

C.1.Returnable Schedules / Documents required for tender evaluation purposes (By e.g.

	Returnable Schedules / Documents	YES/NO/N/A	
1	Certificate Of Authority For Joint Ventures (Where Applicable)	X	
2	Schedule of the Tenderers Experience	X	
3	Certificate of Attendance at Clarification Meeting	X	
4	Labour Payment Schedule	X	
5	Supplier Declaration form (version2)	X	
6	Letter of Good Standing with the Compensation Commissioner	X	
7	Original / Certified BBBEE Rating Certificate With Detailed Scorecard	X	
8	Statement Of Compliance With Requirements Of The Scope Of Work	X	
9	Certified Copy of Financial Statements (for the past 3 years) including Balance SHEETS where BBBEE not provided.	X	
10	Certified Copy of Share Certificates CK1 & CK2	X	
11	Certified Copy Of Certificate Of Incorporation and CM29 and CM9	X	
12	Certified Copy of Identity Documents of Shareholders/Directors/Members (Where Applicable)	X	
13	Cancelled Cheque	X	
14	Original current Tax Clearance Certificate	X	
15	Original Vat Registration Certificate	X	
16	Copy of BEE Policy/BEE Plan/Employment Policy/Procurement Policy	X	

SIGNATURE OF TENDERER:

Date: _____



SECTION 6

REQUEST FOR QUOTATION ("RFQ")

RENOVATE VARIOUS BUILDING POLOKWANE

RFQ NUMBER : HOAC/POE/6786

Transnet Supplier Declaration/Application

The Financial Director or Company Secretary

Transnet Vendor Management has received a request to load your company on to the Transnet vendor database. Please furnish us with the following to enable us to process this request:

1. Complete the "Supplier Declaration Form" (**SDF**) on page 2 of this letter
2. **Original** cancelled cheque **OR** letter from the bank verifying banking details (**with bank stamp**)
3. **Certified** copy of Identity document of Shareholders/Directors/Members (where applicable)
4. **Certified** copy of certificate of incorporation, CM29 / CM9 (name change)
5. **Certified** copy of share Certificates of Shareholders, CK1 / CK2 (if CC)
6. A letter with the company's letterhead confirming physical and postal addresses
7. **Original** or **certified** copy of SARS Tax Clearance certificate and Vat registration certificate
8. A signed letter from the Auditor / Accountant confirming most recent annual turnover and percentage black ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (SANAS member).

NB:

- **Failure to submit the above documentation will delay the vendor creation process.**
- *Where applicable, the respective Transnet business unit processing your application may request further information from you. E.g. proof of an existence of a Service/Business contract between your business and the respective Transnet business unit etc.*

IMPORTANT NOTES:

- a) **If your annual turnover is less than R5 million**, then in terms of the DTI codes, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission, a signed letter from your Auditor / Accountant confirming your company's most recent annual turnover is less than R5 million and percentage of black ownership and black female ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (e.g. permanent SANAS Member), should you feel you will be able to attain a better BBBEE score.
- b) **If your annual turnover is between R5 million and R35million**, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BBBEE level based on any 4 of the 7 elements of the BBBEE score-card, please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent SANAS Member).
- c) **If your annual turnover is in excess of R35million**, then in terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific BEE level based on all seven elements of the BBBEE generic score-card. Please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (permanent SANAS Member).
- d) **To avoid PAYE tax being automatically deducted from any invoices received from you**, you must also contact the Transnet person who lodged this request on your behalf, so as to be correctly classified in terms of Tax legislation.



- e) Unfortunately, **No payments can be made to a vendor** until the vendor has been registered, and no vendor can be registered until the vendor application form, together with its supporting documentation, has been received and processed.
- f) **Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products in order that he/she should complete and Internal Transnet Departmental Questionnaire before referring the matter to the appropriate Transnet Vendor Master Office.**

Regards,

Transnet Vendor/Supplier Management *[please substitute this with your relevant Transnet department before sending this document out]*

Supplier Declaration Form

Company Trading Name							
Company Registered Name							
Company Registration Number Or ID Number If A Sole Proprietor							
Form of entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor	
VAT number (if registered)							
Company Telephone Number							
Company Fax Number							
Company E-Mail Address							
Company Website Address							
Bank Name				Bank Account Number			
Postal Address						Code	
Physical Address						Code	
Contact Person							
Designation							
Telephone							
Email							
Annual Turnover Range (Last Financial Year)	< R5 Million		R5-35 million		> R35 million		
Does Your Company Provide	Products		Services		Both		
Area Of Delivery	National		Provincial		Local		
Is Your Company A Public Or Private Entity			Public		Private		
Does Your Company Have A Tax Directive Or IRP30 Certificate			Yes		No		
Main Product Or Service Supplied (E.G.: Stationery/Consulting)							
BEE Ownership Details							
% Black Ownership		% Black women ownership		% Disabled person/s ownership			
Does your company have a BEE certificate			Yes		No		
What is your broad based BEE status (Level 1 to 9 / Unknown)							
How many personnel does the firm employ		Permanent		Part time			
Transnet Contact Person							
Contact number							
Transnet operating division							
Duly Authorised To Sign For And On Behalf Of Firm / Organisation							



Name		Designation	
Signature		Date	

Stamp And Signature Of Commissioner Of Oath			
Name		Date	
Signature		Telephone No.	

NB: Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products.

2. VENDOR TYPE OF BUSINESS

(Please tick as applicable)

(* - Minimum requirements)

2.1 Indicate the business sector in which your company is involved/operating:

Agriculture		Mining and Quarrying	
Manufacturing		Construction	
Electricity, Gas and Water		Finance and Business Services	
Retail, Motor Trade and Repair Services		Wholesale Trade, Commercial Agents and Allied Services	
Catering, accommodation and Other Trade		Transport, Storage and Communications	
Community, Social and Personal Services		Other (Specify)	
Principal Business Activity *			
Types of Services Provided			
Since when has the firm been in business?			

2.2 What is your company's annual turnover (excluding VAT)? *

<R20k	>R20k <R0.3m	>R0.3m <R1m	>R1m <R5m	>R6m <R10m	>R11m <R15m	>R16m <R25m	>R26m <R30m	>R31m <R34m	>R35m

2.3 Where are your operating/distribution centres situated *



3. VENDOR OWNERSHIP DETAIL

(Please tick as applicable) (* - Minimum requirements)

3.1	Did the firm previously operate under another name? *		
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

3.2	If Yes state its previous name:*		
Registered Name	<input type="text"/>		
Trading Name	<input type="text"/>		

3.3	Who were its previous owners / partners / directors?*	
SURNAME & INITIALS		ID NUMBERS
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>

3.4	List Details of current partners, proprietors and shareholders by name, identity number, citizenship, status and ownership as relevant: *							
SURNAME & INITIALS	IDENTITY NUMBER	CITI-ZENSHIP	HDI	DIS - ABLED	GENDER	DATE OF OWNERSHIP	% OWNED	% VOTING
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.5	List details of current directors, officers, chairman, secretary etc. of the firm: *						
SURNAME & INITIALS	IDENTITY NUMBER	TITLE	DIS - ABLED	GENDER	% OF TIME DEVOTED TO THE FIRM	CONTACT NUMBER	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

3.6	List details of firms personnel who have an ownership interest in another firm: *					
SURNAME & INITIALS	IDENTITY NUMBER	NAME & ADDRESS OF OTHER FIRM	TITLE IN OTHER FIRM	% OWNED	TYPE OF BUSINESS OF OTHER FIRM	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	



4. VENDOR DETAIL

(Please tick as applicable) (* - Minimum requirements)

4.1	How many personnel does the firm employ? *					
	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Permanent						
Part Time						

4.1.1	In terms of above kindly provide numbers on women and disabled personnel? *					
	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Women						
Disabled						

4.2	Provide Details of Contact Person/s Responsible for Broad Based Black Economic Empowerment (BBBEE) in the Company *			
	SURNAME	INITIALS	DESIGNATION	TELEPHONE NO.

4.2.1	Is your company a value adding supplier (i.e. registered as a vendor under the VAT Act of 1991, where NPAT + total labour cost > 25% of total revenue)?		
YES		NO	

4.2.2	Is your company a recipient of Enterprise Development Contributions?*		
YES		NO	

4.2.3	May the above mentioned information be shared and included in Transnet Supplier Database for future reference? *		
YES		NO	

4.2.4	If you are successful in the tender/contract (where applicable) and this is awarded to your company / organisation, will this have a positive impact on your employment plans? *		
YES		NO	

4.2.5	If yes (above) kindly provide the following information:					
	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Permanent						
Part Time						

4.2.6	In terms of above kindly provide numbers on woman and disabled personnel:					
	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Women						



Disabled					
----------	--	--	--	--	--

4.2.7	Are any of your members/shareholders/directors ex employees of Transnet?				
YES		NO			

4.2.8	Are any of your family members employees of Transnet?				
YES		NO			

4.2.9 If Yes to points 4.2.7 & 4.2.8, list details of employees/ex-employees					
SURNAME & INITIALS	IDENTITY NUMBER	NAME & ADDRESS OF OTHER FIRM	TITLE IN OTHER FIRM	% OWNED	TYPE OF BUSINESS OF OTHER FIRM

Internal Transnet Departmental Questionnaire (for office use only)

Section 1: To be completed by the Transnet Requesting / Sourcing Department

TFR		TRE		TPT		TPL		TNPA		TRN	
Create		Amend		Block		Unblock		Once-Off / Emergency			
Extend		Delete		Undele							

Supplier's trading name											
Supplier's registered name											
Please indicate if the Supplier has a contract with sourcing Transnet OD								Yes		No	
If yes please submit a copy of the letter of award											

a) What is being procured from the supplier?											
i. Products only		Yes		No							
ii. Services only		Yes		No							
iii. Labour only		Yes		No							
iv. Mix of services and products		Yes		No							
v. Mix of services and labour		Yes		No							

b) If your answer is **YES** to questions II, III, IV or V in paragraph **a)** above, please indicate whether the relevant **PAYE questionnaires** have been forwarded to the appropriate **Transnet Operational Divisions'** decision making bodies / **Strategic Supply Management** team for a directive /decision on tax withholding from payments to this supplier.

Yes		No	
-----	--	----	--

c) If your reply to **(b)** is **"NO"**, please furnish reasons :

d) Certification and Approval of proposed Vendor Creation/Unblocking/Other Changes by Transnet Official with Appropriate Delegated Authority :

I HEREBY CERTIFY THAT THE TRANSNET DETAILED PROCUREMENT PROCESS (DPP) / PROCUREMENT MECHANISM HAS IN ALL RESPECTS BEEN ADHERED TO AND I THEREFORE APPROVE THE PROPOSED VENDOR CREATION/APPROVAL/OTHER CHANGES TO BE EFFECTED ON THE VENDOR MASTER



Name	Grade	Date								Signature
		Y	Y	Y	Y	M	M	D	D	

Tel No:		Fax	
----------------	--	------------	--

Section 2: To be completed by the BEE Department (this section is for Confirmation/Determining of BEE Status)

NARROW BASED (NB)				BROADBASED (BBBEE)									
BEE O/S	BWBE	DPBE	MR	CONTB. LEVEL	EME: <R5m	QSE: >R5m <R35m	LARGE: >R35m	VALIDITY DATE					
Name				Grade	Date				Signature				
					Y	Y	Y	Y	M	M	D	D	
					Y	Y	Y	Y	M	M	D	D	

“PREVIEW COPY ONLY”



SECTION 7

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER : HOAC/POE/6786

RENOVATE VARIOUS BUILDINGS POLOKWANE

GENERAL TERMS AND CONDITIONS (CSS5 – GOODS)

“PREVIEW COPY ONLY”



SECTION 8

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER : HOAC/POE/6786

RENOVATE VARIOUS BUILDINGS POLOKWANE

STANDARD TERMS AND CONDITIONS OF CONTRACT (US7 – SERVICES)

"PREVIEW COPY ONLY"



SECTION 9

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER : HOAC/POE/6786

RENOVATE VARIOUS BUILDINGS POLOKWANE

NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made the day of 2011

BETWEEN:

- (1) **Transnet Limited** ("Transnet") (Registration Number 1990/000900/06) whose registered office is at 49th Floor, Carlton Centre, 150 Commissioner Street, Johannesburg 2001, and
- (2) [.....] ("the Company") (Registration Number) whose registered office is at [.....]

WHEREAS

Transnet and the Company wish to exchange Information (as defined below) and it is envisaged that each party may from time to time receive Information relating to the other in respect thereof. In consideration of each party making available to the other such Information, the parties jointly agree that any dealings between them shall be subject to the terms and conditions of this Agreement which themselves will be subject to the parameters of the Proposal.

IT IS HEREBY AGREED

1. Interpretation

1.1 In this Agreement:-

"**Agents**" means directors, officers, employees, agents, professional advisers, contractors or sub-contractors, or any Group member;

"**Confidential Information**" means Information relating to one party (the "Disclosing Party") and/or the business carried on or proposed or intended to be carried on by that party and which is made available for the purposes of the Proposal to the other party (the "Receiving Party") or its Agents by the Disclosing Party or its Agents or recorded in agreed minutes following oral disclosure and any other information otherwise made available by the Disclosing Party or its Agents to the Receiving Party or its Agents, whether before, on or after the date of this Agreement, and whether in writing or otherwise, including any information, analysis or specifications derived from, containing or reflecting such information but excluding information which:-

- (i) is publicly available at the time of its disclosure or becomes publicly available (other than as result of disclosure by the Receiving Party or any of its Agents contrary to the terms of this letter); or
- (ii) was lawfully in the possession of the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) free of any restriction as to its use or disclosure prior to its being so disclosed; or



- (iii) following such disclosure, becomes available to the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) from a source other than the Disclosing Party or its Agents, which source is not bound by any duty of confidentiality owed, directly or indirectly, to the Disclosing Party in relation to such information;

“**Group**” means any subsidiary, any holding company and any subsidiary of any holding company of either party;

“**Information**” means all information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs whether in writing, conveyed orally or by machine-readable medium;

“**Proposal**” means the aggregation of Transnet’s Request for Information (RFI) and Request for Proposal (RFP).

2. Confidential Information

- 2.1 The Receiving Party will treat and keep all Confidential Information as secret and confidential and will not, without the Disclosing Party’s written consent, directly or indirectly communicate or disclose (whether in writing or orally or in any other manner) Confidential Information to any other person other than in accordance with the terms of this Agreement.
- 2.2 The Receiving Party will only use the Confidential Information for the sole purpose of technical and commercial discussions between the parties in relation to the Proposal or for the subsequent performance of any contract between the parties in relation to the Proposal.
- 2.3 Notwithstanding clause 2.1, the Receiving Party may disclose Confidential Information:
 - (i) To those of its Agents who strictly need to know the Confidential Information for the sole purpose set out in clause 2.2 provided that the Receiving Party shall ensure that such Agents are made aware prior to the disclosure of any part of the Confidential Information that the same is confidential and that they owe a duty of confidence to the Disclosing Party. The Receiving Party shall at all times remain liable for any actions of such Agents that would constitute a breach of this Agreement; or
 - (ii) to the extent required by law or the rules of any applicable regulatory authority, subject to clause 2.4 below.
- 2.4 In the event that the Receiving Party is required to disclose any Confidential Information in accordance with clause 2.3 (ii) above, it shall promptly notify the Disclosing Party and co-operate with the Disclosing Party regarding the form, nature, content and purpose of such disclosure or any action which the Disclosing Party may reasonably take to challenge the validity of such requirement.
- 2.5 In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and if requested take such steps (including the institution of legal proceedings) as shall be necessary to remedy (if capable of remedy) the default and/or to prevent further unauthorised copying, disclosure or use.
- 2.6 All Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights, including intellectual property rights, over the Confidential Information whatsoever beyond those contained in this Agreement.

3. Records and return of Information



- 3.1 The Receiving Party agrees to ensure proper and secure storage of all Information and any copies thereof to at least the same standard as the Receiving Party keeps its own Confidential Information. The Receiving Party shall not make any copies or reproduce in any form any Confidential Information except for the purpose of disclosure as permitted in accordance with this Agreement.
- 3.2 The Receiving Party shall keep a written record, to be supplied to the Disclosing Party upon request, of the Confidential Information provided and any copies made thereof and, so far as is reasonably practicable, of the location of such Confidential Information and any copies thereof.
- 3.3 The Receiving Party shall, within seven days of receipt of a written demand from the Disclosing Party or of its ceasing to be interested in the Proposal:
- (i) Return all written Confidential Information (including all copies); and
 - (ii) expunge or destroy any Confidential Information from any computer, word processor or other device whatsoever into which it was copied, read or programmed by the Receiving Party or on its behalf (including by any person to whom disclosure has been made as permitted under clause 2.3(i) above).

The obligations in this clause 3.3 shall not apply to the extent that (but only for so long as) it is necessary to retain copies for the purpose of providing information to any regulatory authority in accordance with clause 2.3 (ii) above.

- 3.4 The Receiving Party shall on request supply a certificate signed by a director as to its full compliance with the requirements of clause 3.3 (ii) above.

4. Announcements

- 4.1 Neither party will make or permit to be made any announcement or disclosure of its prospective interest in the Proposal without the prior written consent of the other party.
- 4.2 Neither party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.

5. Duration

The obligations of each party and its Agents under this Agreement shall [be continuing and shall survive the termination of any discussions or negotiations between the parties regarding the Proposal continue for a period of 3 (three) years.

6. Principal

Each party confirms that it is acting as principal and not as nominee, agent or broker for any other person and that it will be responsible for any costs incurred by it or its advisers in considering or pursuing the Proposal and in complying with the terms of this Agreement.

7. Representations

- 7.1 Each party agrees that any Information made available to the Receiving Party or its Agents for the purpose of negotiations or discussions in relation to the Proposal will not form the basis of, or any representation in relation to, any contract, nor constitute an offer or invitation by the Disclosing Party.



7.2 Except in the case of fraudulent misrepresentation, the Disclosing Party accepts no responsibility for nor makes any representation or warranty, express or implied, with respect to the accuracy, reliability or completeness of any Information made available to the Receiving Party or its Agents.

8. Adequacy of damages

8.1 Without prejudice to any other rights or remedies of the Disclosing Party, the Receiving Party acknowledges and agrees that damages would not be an adequate remedy for any breach by it of the provisions of this Agreement and that the Disclosing Party shall be entitled to seek the remedies of injunction, specific performance and other equitable relief for any threatened or actual breach of any such provision by the Receiving Party or its Agents, and no proof of special damages shall be necessary for the enforcement of the rights under this Agreement.

8.2 Nothing contained in this Agreement shall be construed as prohibiting the Disclosing Party from pursuing any other remedies available by it, either at law or in equity, for any such threatened or actual breach of this Agreement including specific performance, recovery of damages or otherwise.

9. Data Protection

The Receiving Party warrants that it and its Agents have the appropriate technical and organizational measures in place against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data held or processed by them.

10. General

10.1 Neither party may assign the benefit of this Agreement or any interest hereunder except with the prior written consent of the other, save that Transnet may assign this Agreement at any time to any member of the Transnet Group.

10.2 No failure or delay in exercising any right, power or privilege under this Agreement will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any right, power or privilege under this Agreement or otherwise.

10.3 The provisions of this Agreement shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable, and the remaining provisions shall remain enforceable to the fullest extent permitted by law.

10.4 This Agreement may only be modified by a written agreement duly signed by persons authorized on behalf of each party.

10.5 Nothing in this Agreement shall constitute the creation of a partnership, joint venture or agency between the parties.

10.6 This Agreement will be governed by, and construed in accordance with South African law and the parties irrevocably submit to the exclusive jurisdiction of the South African courts.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.



TRANSNET LIMITED:

By:
(Signature)

Print name: _____

Title: _____

Date: _____

[Insert company name]:

By:
(Signature)

Print name: _____

Title: _____

Date: _____

“PREVIEW COPY ONLY”

TRANSNET



delivering on our commitment to you

Suppliers Code of Conduct

“PREVIEW COPY ONLY”



Suppliers Code of Conduct

Transnet aims to achieve the best value for money when buying or selling goods and obtaining services. This, however, must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any supplier dealing with Transnet must understand and support.

These are:

- » Transnet Procurement Policy- A guide for tenderers;
- » Section 217 of the Constitution- the five pillars of Public PSCM (Procurement and Supply Chain Management): fair, equitable, transparent, competitive and cost effective;
- » The Public Finance Management Act (PFMA);
- » The Broad Based Black Economic Empowerment Act (BBBEE); and
- » The Anti-Corruption Act.

This code of conduct has been compiled to formally apprise Transnet Suppliers of Transnet's expectations regarding behaviour and conduct of its Suppliers.

Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices

Transnet is in the process of transforming itself into a self-sustaining State Owned Enterprise, actively competing in the logistics industry. Our aim is to become a world class, profitable, logistics organisation. As such, our transformation is focused on adopting a performance culture and to adopt behaviours that will enable this transformation.

Transnet will not participate in corrupt practices. Therefore, it expects its suppliers to act in a similar manner.

- » Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with, and payments to, our suppliers.





- >> Employees must not accept or request money or anything of value, directly or indirectly, from suppliers.

Employees may not receive anything that is calculated to:

- Illegally influence their judgement or conduct or to influence the outcome of a sourcing activity;
- Win or retain business or to influence any act or decision of any person involved in sourcing decisions; gain an improper advantage.

- >> There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our suppliers to use our "Tip-offs Anonymous" Hotline to report these acts - 0800 003 056.

Transnet is firmly committed to free and competitive enterprise.

- >> Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust practices
- >> Transnet does not engage non-value adding agents or representatives solely for the purpose of increasing BBBEE spend (fronting).

Transnet's relationship with suppliers requires us to clearly define requirements, to exchange information and share mutual benefits.

- >> Generally, suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities.



"PREVIEW COPY ONLY"

These include, but are not limited to:

- Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc);
- Collusion;
- Failure to disclose accurate information required during the sourcing activity (ownership financial situation, BBBEE status, etc.);
- Corrupt activities listed above; and harassment, intimidation or other aggressive actions towards Transnet employees.

- >> Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence must be conducted and the supplier is expected to participate in an honest and straight forward manner.
- >> Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.

Conflict of Interest

A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of Transnet. Examples are:

- >> Doing business with family members.
- >> Having a financial interest in another company in our industry.



Show that you support good business practice by logging onto www.transnet-suppliers.net and completing the form.

This will allow us to confirm that you have received, and agree to, the terms and conditions set out in our Suppliers Code of Conduct.

TIP-OFFS ANONYMOUS HOTLINE
0800 003 056



11

“PRIEVIEW COPY ONLY”